

## **ST. BONAVENTURE SCHOOL MISSION STATEMENT**

St. Bonaventure School's mission is to provide a well-rounded, Catholic Christian education in an environment where all children will develop skills, habits, attitudes, knowledge, and interests which will assist them in reaching their fullest potential and in becoming responsible, faith-filled Christian citizens.

### **PHILOSOPHY OF EDUCATION**

The philosophy of education of St. Bonaventure Catholic School is to provide an opportunity for our youth to grow spiritually, intellectually, culturally, physically, and emotionally in order that they may be prepared for lives of service as Catholic citizens of their community and country. Catholic education is a privilege, not a right.

St. Bonaventure Catholic School includes in its program moral motivation and spiritual experiences. A combination of Catholic Doctrine and the support of a strong Christian home allow the Catholic youth the opportunity to develop strong faith and Christian principles. By sending your child to a Catholic school, you are saying that you support the teachings of the Church and will do everything you can to make sure your child's education continues with your help. The comprehensive curriculum of St. Bonaventure School is designed to provide educational opportunities for Catholic youth of our parish.

With this philosophy in mind, the Board of Education, administration, and faculty devote themselves to providing a high-quality Catholic elementary education.

### **VISION STATEMENT**

As a Catholic school in the Omaha Archdiocese, we believe we are **One School, Encountering Jesus, Equipping Disciples, and Living Mercy.**

#### **One School:**

- \*We work side-by-side with our school families to develop the mind, body, and soul of our children, recognizing that the parents are the primary teachers of their children.
- \*We promote family involvement in our activities knowing the importance of working together as a family of faith.
- \*Every child and every adult has God-given gifts to share. We value and encourage the sharing of these gifts.
- \*St. Bonaventure School adopts high, yet achievable standards and expectations both academically and behaviorally.

#### **Encountering Jesus:**

- \*We desire that our students, staff, and school families develop a personal relationship with Jesus Christ through prayer, adoration, and study.
- \*We recognize the universal call to holiness for everyone, and we desire our students and families become the saints they are called to become.

#### **Equipping Disciples:**

- \*We provide daily opportunities for prayer and catechesis, weekly opportunities for worship, and other opportunities for Eucharistic Adoration.
- \*Students are taught to put their faith into action through involvement in service-oriented activities (i.e., visiting the shut-ins, collecting food for the area food pantries, showing appreciation to local service organizations, praying for the needs of others, etc.)

#### **Living Mercy:**

- \*We desire to educate any child whose family is seeking a faith-based, Catholic education.
- \*We want all of our students to know they are loved by God and have great value and purpose for their lives.
- \*The Corporal and Spiritual Works of Mercy are taught and expressed.
- \*Students experience Jesus' Mercy in the Sacrament of Reconciliation.

## ABSENCES

A written request from the custodial parent or legal guardian is required when it is necessary for a pupil to leave school during the school day. The request must clearly state reason(s) for leaving early.

When a student is absent, the school office should be notified before 9:00 AM.

Students with excessive absences are subject to retention in the same grade for the following year unless they are able to maintain scholastic standards.

Students will never be sent on errands OFF THE SCHOOL PROPERTY during the school time without written consent of the custodial parent or legal guardian.

## ACADEMIC RESPONSIBILITY

Students are responsible for completing all schoolwork assigned to them by their teachers. They are also responsible for having the necessary supplies such as pencil/pen, paper, etc. Any student who fails to show a sincere and regular effort to complete his/her assigned schoolwork may be disciplined for being academically irresponsible (consequences may vary from teacher to teacher) and/or be dismissed from St. Bonaventure School.

We also ask that parents **expect** from your child(ren), **hard work and self discipline**, that you require **good study habits, well completed assignments, and additional reading**. Parents must check to make sure **homework is completed, assignments books are used, and materials are organized** to return to school for the next day. By working together and having these expectations, children will succeed.

## ACCREDITATION

St. Bonaventure School has been recognized as an accredited school by the State of Nebraska since the 1990-91 school year

## ASBESTOS NOTE

St. Bonaventure School has been inspected for asbestos-containing products, especially in a form that could represent a risk, by ATC Environmental Inc. Asbestos has been found in the following products: non-friable asbestos in the slate board and floor tile; friable asbestos in boiler jackets and pipe insulation, which are found in basement and tunnels.

## ATTENDANCE

Nebraska State Law (79-201) holds parents and guardians responsible for regular school attendance of their children. Nebraska State Law required 1,032 instructional hours each year in grades 1-6 and 400 hours for Kindergarten students.

Absentees miss valuable class instruction, discussion, and the continuity of work. If one is to be successful in school, regular attendance is necessary.

If possible, parents are requested to schedule vacations and medical/dental appointments outside of school hours. If a child must leave school during class hours due to illness or some other good reason, he/she will not be dismissed until a parent or guardian arrives at the office. Students are required to sign in at the office when arriving and sign out at the office when leaving at times other than the scheduled beginning time of 8:00 AM and the scheduled dismissal time of 3:25 PM.

**Vacations during the school year are discouraged. Adequate vacation time is built into the yearly calendar.**

**Tardy:** Classes officially begin at 8:00 a.m. If students are tardy at the beginning of the day, they need to sign in at the school office. Students will be counted tardy up to one hour (9:00 a.m.) after school has begun. After four tardies in a semester, a letter will be sent to parents. After 6 tardies in a semester, the principal will meet with parents to discuss reasons for tardiness. After 10 tardies in a semester, the County Attorney's office will be notified.

**1/2 Day Absence:** If a student arrives after 9:00 a.m., leaves before 2:25 p.m. or is gone longer than 1 hour during the day, s/he will be counted 1/2 day absent.

## **BAND, ENRICHMENT (gr. 5&6), MUSIC, GUIDANCE, AND PE**

The instrumental band, vocal music, guidance, and PE programs are coordinated with Scotus and/or the three Catholic elementary schools. The instrumental band program is open to all fifth and sixth grade students. Those 5th and 6th grade students not enrolled in band will participate in one of two grade level enrichment classes. Each student's teacher will decide if enrichment above and beyond the curriculum will benefit the student or if enrichment/remediation within a curricular area will be more beneficial. Enrichment grades are not part of the student's permanent record. Guidance and counseling services are available to all the students in academic, social, and personal concern areas. The counselor will work closely with the parents, teachers, and administrator in attempting to meet the needs of the students. Individual, group, and classroom guidance is provided. Each class receives two periods of vocal music per week, and each class in K-6 receives two periods of PE each week. On the alternating weeks each class in K-6 receives three periods of PE per week.

## **BEACON MESSAGING SYSTEM**

St. Bonaventure School will use the Beacon Messaging System to send out reminders, announcements, and school schedule changes. Messages will go out via text and/or email. Parents must register on Beacon Messaging through our school website. Be sure to notify the school to make changes to the phone numbers or email addresses.

## **BICYCLES, SKATEBOARDS AND ROLLERBLADES**

All students must refrain from riding their bicycles on the school grounds before, during, and after school. Students are to walk their bicycles on and off the school property. The school is not responsible for any damage or loss of bicycles that may occur. Skateboards and rollerblades are not allowed on school property.

## **BIRTH CERTIFICATES**

Enrollment at St. Bonaventure School requires the documentation of an official birth certificate from the State of Nebraska. School personnel need to see an original document (a raised seal) and then can make a copy of it. Copies of a birth certificate from a hospital are not acceptable.

## **BREAKFAST PROGRAM**

The Scotus Breakfast Program is available to St. Bonaventure Grade School students. Breakfast items are served a la carte. St. Bonaventure also has a Grab-n-Go breakfast program. Items are offered on non-Mass days. Please check the monthly calendar for days when breakfast is offered.

## **CALENDAR**

The calendar is planned in cooperation with the Columbus Catholic Schools. It is understood that each school has particular needs to meet. The St. Bonaventure yearly calendar may change slightly as the need arises. Watch the monthly calendars for any variations.

## **CARE OF BOOKS AND PROPERTY**

A student is responsible for textbooks or other materials issued to him/her. Book bags are to be used daily to protect the books from moisture, damage, or loss. Students in grades three through sixth are required to have their workbooks and textbooks covered to protect them from the wear and tear of daily use.

Students are expected to care for and protect all school property. Any damage or fines incurred is the financial responsibility of the student involved. Damages will be assessed. Report cards will be given when all bills have been paid.

## **CELL PHONES/ELECTRONIC DEVICES**

If a student brings a cell phone to school, they must keep the device turned off and in their book bag during school hours unless otherwise directed by the teacher. If the device is left on and it rings, or if it is seen outside the backpack during school hours, it will be taken by the teacher. The first offense will result in the issuance of a conduct form, and the student will be able to pick up the device from the classroom teacher at the end of the day. The second offense will result in the phone being taken away, a detention will be served, and the phone will remain in the school office until a parent comes to pick it up from the principal. If cell phone devices are allowed to be used in the classrooms, specific classroom policies will apply.

## **CHANGE OF ADDRESS**

If a student has a change of address or phone number during the school year, please report the change to the school office. This will assist in keeping all records current.

## **CHILD ABUSE**

Any school staff member who has reasonable cause to believe that a child has been subject to abuse or neglect, or observes such person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he/she is required by law to report such cases to the proper law enforcement agency.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. placed in a situation that may endanger his/her life or physical or mental health;
2. tortured, cruelly confined, or cruelly punished;
3. deprived of necessary food, clothing, shelter, or care
4. sexually abused

## **CLOSING OF SCHOOL/LATE START**

In the event of threatening weather such as snow or severe storms, St. Bonaventure will coordinate an early dismissal with the other Columbus Catholic schools. Changes in schedule will be communicated through our School Beacon Messaging System. Information will also be shared with the KLIR radio station. Late starts will be announced on KLIR radio stations and are posted on their website. When there is a late start, supervision will be provided for students 15 minutes prior to the announced time of the late start.

## **CONFESSIONS**

Opportunities are scheduled during Advent and Lent for students to receive the sacrament of reconciliation. During the year students are also encouraged to receive the sacrament of reconciliation with their parents.

## **CRISIS/EMERGENCY PLAN**

Columbus Catholic Schools has developed a Crisis/Emergency Plan that is designed to minimize danger to anyone in school should an emergency occur. Our main objective is to attend to the health and welfare of our students in the event of a crisis.

In most emergencies, students will remain and be cared for at school. In the rare event of an emergency affecting the school that prohibits re-entry to the school building (such as a broken gas or water main, a fire or toxic chemical spill), all students will be evacuated to the nearest and most appropriate facility designated by the school personnel (NPPD).

We ask that you follow this procedure if you hear of any school emergency:

1. Turn on your radio or television. We will keep the media informed of an emergency.
2. Please do NOT telephone the school. We have limited phone lines. These must be used to respond to the emergency.
3. Please do not come to the school unless requested to pick you up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.
4. In a situation where students are not allowed to return to the building, they will be released to a parent/guardian from a designated location through a checkout process.

## CURRICULUM OBJECTIVES

Curriculum objectives have been developed by the Columbus Catholic Schools Curriculum Committees to ensure articulation from kindergarten to grade 12. Copies of the curriculums are available to preview upon request at the administration office.

Non-Catholic students are required to attend religion classes but the degree of participation in religious celebrations is left to the discretion of the parents.

## DISCIPLINE

Education at St. Bonaventure Catholic School is a privilege, not a right. Students must treat all members of the community with care, respect and dignity.

High standards of conduct are an important goal in our school. Proper attitudes and character development are stressed. An unacceptable action on the part of an individual child almost always interferes with the education of many. It is our purpose to develop good citizens who will respect and abide by rules of good conduct and therefore the cooperation of everyone is desired.

Classroom teachers have the authority to set any and all rules as expected in their classroom. Teachers shall have consequences for breaking classroom rules and will handle all incidents in their rooms. Teachers shall request the assistance of the administration of the school to intervene when necessary. Teachers and staff have the authority to correct and discipline any student at any time for any incident they deem inappropriate.

### DISCIPLINARY ACTION

**Purpose:** The purpose of our disciplinary action is to assist the student in becoming self-disciplined and more aware of appropriate behavior to increase his/her opportunities to grow and learn as Jesus has taught us.

**Policy:** Any disciplinary action taken will comply with existing state statutes, school board policy, and shall afford due process of law. The types of disciplinary action that may be taken are:

- 1. Warning Conversation** - a discussion between the student(s) and school personnel  
The purpose of this is not to scold the student but to inform him/her that his/her inappropriate behavior needs to change so that he/she does not violate the rights of others. After inappropriate behaviors have been discussed, students will be informed that a conduct form may be issued if the inappropriate behavior continues.
- 2. Conduct Forms-** Conduct forms are a communication tool between home and school. Conduct forms are designed as a means to assist parents in working with their children to discuss behaviors that are interfering with peer and/or teacher relationships and the educational process at school.  
  
Conduct forms will be issued to students for inappropriate behavior which may affect the students' learning environment or relationships. This *may* include the following examples: late assignments, not following rules and procedures, inappropriate language, not wearing the school uniform, disrupting the classroom, etc.  
  
Students need the opportunity to discuss better ways to handle inappropriate choices they make during the school day. By completing the statements on the conduct form, students may begin to make better choices for themselves.

**CONDUCT FORM PROCEDURE:** Students are to work with a parent to complete the conduct form. When parents are unclear about why a student has received a conduct, they may call the teacher for more information. When the conduct form is not returned by the designated date, another conduct form will be issued.

**ACCUMULATION OF CONDUCT FORMS:** After four conduct forms have accumulated for a student in grades Kindergarten through second grade and three conduct forms have accumulated for a student in grades three through six, a detention will be issued. Students will have the opportunity to begin the new quarter with no conduct forms.

- 3. Conference** - a meeting of student's parent(s)/legal guardian(s) and school personnel to discuss the student's behavior. A conference may be requested by a student's teacher at any time.

4. **Detention** - requires a student to remain after school for half an hour. The student serving the detention will have an opportunity to make up work missed due to his/her behavior and/or provide time of service to the classroom teacher or someone else in the school. Detentions are to be served within three school days after they are issued.

After **two** detentions a conference will be held. The conference will include parent(s) and/or legal guardian(s), the student, and school personnel. The accumulation of detentions carries over from one quarter to another.

After **four** detentions, an in-house suspension shall occur. The student placed in an in-house suspension will be isolated from the events of a normal school day and be expected to complete all classroom assignments. Assignments missed in the classroom that are not finished during the in-house suspension, will be completed at home and are due within one school day after the in-house suspension.

After **five** detentions, a short-term suspension will occur. A short-term suspension is a temporary forced withdrawal of a student from school. A short-term suspension will not exceed five days of school. The student is responsible for all assignments missed during this period of time and are due within three days after the short-term suspension ends.

After **six** detentions, a long-term suspension will occur. A long-term suspension is a forced withdrawal from school. A long-term suspension will not exceed twenty school days. The student is responsible for all assignments missed during this period of time and, assignments are due within five days of the long-term suspension.

After **seven** detentions, expulsion will occur. An expulsion is a permanent withdrawal of a student from school.

5. **Suspension or expulsion:** reasons for suspending and/or expelling a student include the following:

- a) behavior of the student which presents a moral or physical danger to other students.
- b) behavior that is incorrigible (behavior is not improving)
- c) frequent absences.

It is the responsibility of the administrator to notify the public school authorities and the Archdiocesan Superintendent of Schools whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be available to the Archdiocesan Superintendent of Schools.

6. **Restriction of activities** - informing a student that he/she cannot participate in certain activities because of his/her past or present behavior.
7. **School probation** - action taken by the principal to assist a student in resolving his/her educational problems. The action is in the form of certain stipulated conditions agreed upon by the school, student and parent(s) and/or guardian(s).
8. **Corporal punishment or the use of force** - teachers and/or administrators may *not* use corporal punishment to discipline a student for alleged violation(s) of school rules. Teachers, administrators and other school employees may use force to restore order to the educational environment or to protect a student (or themselves) from physical harm.
9. **Requiring that a student receive counseling** - an action that may require a student to visit a guidance, medical, or psychological counselor to assist the student in resolving his/her problem. The school counselor assists the student individually or in groups.

## **DISCIPLINE CONSEQUENCES**

### **Conduct forms and/or detentions may be imposed for the following behaviors:**

- \* Failure to complete assignments.
- \* Failure to comply with the uniform policy.
- \* Disruption in class, in the lunchroom, or during any school activities.
- \* Disrespect for authority - principal, teachers, aides, substitute teachers, volunteers librarian, school secretary, custodian, and other personnel.
- \* Violation of safety or fire drill rules.
- \* Violation of lunchroom and/or playground procedures.
- \* Demoralizing conduct and/or the use of vulgar language.

### **Detentions will be imposed for the following behaviors:**

- \* Fighting, pushing, or hitting another student
- \* Use of violence, force, intimidation, coercion or threats
- \* Cheating
- \* Stealing
- \* Intentionally pulling fire alarm.
- \* Damaging or defacing school property.

- \* Throwing snowballs, rocks, gravel, or other dangerous objects.
- \* Any other forms of behavior as deemed inappropriate by the administration or faculty.

### **Suspension**

Suspension from school should be imposed only for very serious reasons. The decision to suspend a student rests with the principal after consultation with the pastor/superintendent or the Board of Education.

Short-term suspension is a temporary forced withdrawal of a student from school. Such action will comply with state statutes. A short-term suspension will not exceed five school days in length. Long-term suspension is a forced withdrawal of a pupil from school. Such action will comply with state statutes. A long-term suspension will not exceed twenty school days in length.

Suspensions may include in-school or out-of-school and is at the discretion of the administrator.

### **Expulsion**

Expulsion should be used when all other means of discipline have failed, and the student's conduct is a definite hindrance to the welfare and progress of the school community. The final decision to expel a student is the responsibility of the principal and the pastor/superintendent.

Expulsion is the permanent withdrawal of a student from school. Such action will comply with existing state statutes.

It is the responsibility of the principal to notify the pastor/superintendent, the public school authorities, and the Archdiocesan School Office whenever a student is expelled. A record of the evidence justifying the suspension or expulsion of the student must also be available to the Archdiocesan School Office.

## **DRESS-DOWN DAY**

On dress down days, students will not be allowed to wear torn or ripped jeans/pants. During the months uniform shorts are allowed, shorts can be worn; however, shorts must be longer than the child's fingertips when the arms are resting at the side. During the months that pants are worn, pants must also be worn on Dress Down Days. No tank tops, halter-tops, or spaghetti-strapped shirts are to be worn without a sweater (which must remain on all day). **If leggings are worn, they must be worn with a shirt long enough to cover the hips and bottoms.** Shirts with inappropriate wording will also not be allowed.

Students who are in violation of these guidelines will be issued a uniform violation and will be fitted with appropriate clothing from our used uniforms. Students always have the option of wearing their uniform on dress down days.

## **DRESS-UP DAY**

Each school year, two days are designated as "dress-up" days for the students. These are the picture day and the all school Mass after Easter. Students will receive information concerning what to wear and the dates for designated "dress-up" days. As the name implies, these are to be "dress-UP" and not "dress-down" days. Children may wear their uniform on these days if they so desire.

## **DROP OFF AND PICKUP PROCEDURE**

Parents may drop off students beginning at 7:40 a.m. Before this time, there will be **no** teacher supervision! If parents need to drop students off prior to this time, they must make arrangements for childcare with Mrs. Kluever. The east doors by the social hall will be unlocked at 7:40 so students can enter the building. Only families with preschool or childcare children will be allowed to use the drop off lane in front of the preschool addition. All other families should drop their children off along 16th Ave. ***Before 8:00 a.m., 16th Ave. should be treated as a drop-off zone only.*** If a parent needs to enter the building prior to 8:00 a.m., you must park in the NPPD parking lot or the lot caty-corner from the school.

Parents must pull up the curb to drop off or pick up children. Crosswalks must be used for anyone needing to cross the street before or after school.

The administration and the faculty are not responsible for the students or their behavior before 7:40 a.m. or after 3:35 p.m. However, behavior that does not reflect the philosophy of our school will be subject to the disciplinary procedures established by the school.

## **DRUG-FREE/SMOKE FREE SCHOOL**

In order to comply with state and federal law, no person may consume, distribute, or possess any illegal drugs or controlled substance in the school building. Possession of or distributing alcohol or drugs will result in suspension or expulsion.

St. Bonaventure School is a smoke/drug free zone. No smoking is allowed in the building or on the school grounds.

## **ENROLLMENT MANAGEMENT PLAN**

Columbus Catholic Schools consist of three elementary schools: St. Anthony's, St. Bonaventure, and St. Isidores. Although each school has unique characteristics, the schools function as one system as much as possible. Items such as curriculum, calendar, tuition, and policies are set each year as a school system.

In order to be good stewards of our supporter's dollars and to run as efficiently as possible with three sites, an enrollment management plan has been put together.

The pre-registration process for the elementary schools will begin in the spring of each year. Parents will be able to indicate their first school preference when pre-registering. After the pre-registration process is complete, administrators will determine exact site assignments based on the potential enrollments.

If needed, school site assignments will be based on the following criteria:

1. Parish membership
2. Siblings at a particular site
3. Date of pre-registration
4. Parish involvement
5. Home address

If parents do not get their first choice because a particular class is considered full, an administrator will contact the family about attending another site. Parish membership will not need to change.

Columbus Catholic Schools prides itself in providing a strong faith-filled, academic environment for its students. The staff in all three buildings has many years of experience and is committed to providing the best for all families who desire a Catholic education and personal faith growth.

## **ENTRANCE REQUIREMENTS**

Nebraska State law requires that a child be five years old on or before July 31<sup>st</sup> to be admitted into Kindergarten, unless he/she is specifically tested for early admittance through Columbus Public Schools. A birth certificate, baptismal certificate, and immunization records must be on file prior to enrollment. Appropriate medical check-ups must also be completed.

## **FIELD TRIPS & STUDENT PARTICIPATION**

Learning environments other than the classroom are of value. Students taking field trips may be asked to help fund the transportation costs and entry fees to the event. Permission slips must be signed by the parent and/or guardian and returned to school prior to the day of the field trip for the student to go on the field trip. All chaperones/drivers for all field trips must be Safe Environment trained and have completed the Driver Safety Video online course. If a class cannot get enough chaperones/drivers who are sufficiently trained, the class will not be able to go on their field trip. For supervision and safety reasons, siblings of our students and/or other children are asked not to accompany parents on field trips.

Students will not be allowed to participate if:

1. they have incomplete/late assignments.
2. they have multiple documentations of poor/inappropriate behavior.
3. money and/or permission slips are not returned.

Arrangements will be made for the student to stay at school for the day.

Students with late/incomplete work will be expected to attend school that day and work on the late work. They will be assigned a study place in school for the day to complete the work. If they don't come to school, they will be counted absent for the day.

Appropriate attire for field trips will be the school uniform unless otherwise directed. Chaperones will be asked to pay for any admission charges to the events, and we will only take enough chaperones as are needed.

## **FIRE AND TORNADO DRILLS**

There will be periodic practice drills throughout the school year. Students are expected to follow proper evacuation procedures.

## GIFT EXCHANGE/PARTY INVITATIONS

In fairness to all students, exchange of any gifts or distribution of party invitations AMONG STUDENTS OR BY PARENTS is prohibited during school hours unless all students in a class are included.

## GRADING

A+	99-100	C+	84-85
A	95-98	C	80-83
A-	93-94	C-	78-79
B+	91-92	D+	76-77
B	88-90	D	72-75
B-	86-87	D-	70-71
		F	69 and below

The percentages listed pertain to first-sixth grades only. Kindergarten has its own grading policy stated on the report card. Additional marks on the students report card indicates levels of academic achievement or weakness. Students need to complete work to receive a grade. Lack of effort and class participation can affect student grades.

## HARASSMENT/BULLYING

Archdiocesan policy states, "Student Offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct, bullying, or harassment may result in suspension or expulsion." St. Bonaventure adheres to the policy on harassment as established by the Archdiocesan School Board.

Examples of offensive conduct which when repeated constitute harassment include but are not limited to the following:

- a. Explicit and offensive sexual references or gestures;
- b. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- c. Language of any kind including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- d. Unwelcome physical contact and unwelcome verbal, written, or physical advance or suggestions.

The Columbus Catholic Elementary Schools uses the following definition of bullying:

"Bullying/harassing behaviors include acts of teasing or picking on others that are intentional and hurt others feelings. It includes verbal teasing, calling someone names, leaving people out, hitting, pushing, spreading rumors, gossip, breaking other people's things, and taking other people's things."

Disciplinary action will result when student exhibit bullying behaviors whether it be through physical, verbal, written, or electronic means.

## HOME AND SCHOOL ASSOCIATION

All parents are urged to become members of this association and encouraged to participate in the meetings, which are held during the year. Notification of meetings is provided to parents throughout the year. The purpose of this organization is to plan wholesome opportunities for social interaction, to provide funds for school needs, and to promote open communication with faculty, parents, students and the entire community. Home and School members help to provide funding for programs and materials, which enrich the school environment.

Home and School plays a large part in organizing room mothers, end-of-year classroom cleaning, recess volunteers, and arranging for student activities throughout the year. Membership is \$15.00 per family per year.

## HOMWORK ASSIGNMENTS

Parents should expect their children to have homework. Homework is assigned to develop initiative, responsibility, and self-direction in the student and should be used to reinforce classroom lessons.

Schoolwork completed at home should be supplemental to the skills presented in school. Examples of homework may include assigned work, practice in needed subject areas, test preparation, work not completed during the school day and work needing to be redone.

If you believe your child has excessive work to do out of school, please contact the respective faculty member for an explanation. Serious home study is an important means to success in school.

Students who are absent are responsible for the missed assignments. They will be allowed the number of days absent plus one extra day to complete assignments.

Students who have not completed school work on time or have work that needs to be redone will be required to do the work at recess breaks, after school or at home. Schoolwork is the responsibility of the student and may have a definite effect on report card grades.

If a student is absent, the homework will be ready to be picked up at the END of the school day. Please do not request to have homework ready before the dismissal time.

Homework policies are set at each grade level and are at the discretion of each teacher.

## IMMUNIZATIONS

In compliance with the Nebraska Law, St. Bonaventure will take all necessary steps to ensure that students are immunized against measles, rubella, polio, diphtheria, pertussis, tetanus, and mumps. No child will be admitted to St. Bonaventure unless a completed immunization record is on file; this is per state statute.

When entering school for the first time or if you are entering your children from another state, you are required by law to be fully immunized. The state requires the following:

- \*3 doses of DTaP, DTP or DT vaccine, one given on or after the 4th birthday,
- \*3 doses of Polio vaccine,
- \*2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month,
- \*3 doses of Hepatitis B vaccine,
- \*2 doses of varicella (chicken pox)

Please check with your physician immediately if these have not been received, as it takes several months to complete the basic series. Also, please be advised that Nebraska State Law, 79-217, states the following, "Any student who does not comply shall not be permitted to continue in school until he or she so complies.

Please indicate the EXACT date on the record that the school asks you to complete. New students must have a completed immunization card on file thirty days after the first day of school to remain enrolled at St. Bonaventure School.

## INSERVICE

Teachers participate in ongoing inservice to improve instruction and classroom management for the students at St. Bonaventure School. School will be dismissed periodically throughout the school year to facilitate inservice opportunities for professional staff.

## INTERNET/TECHNOLOGY USE POLICY

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. St. Bonaventure's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All St. Bonaventure employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of St. Bonaventure's technology are outlined below.

### Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of St. Bonaventure's owned or leased electronic equipment (including computers, tablets, printers, scanners,

cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of St. Bonaventure's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the St. Bonaventure wireless network WILL be restricted to St. Bonaventure approved electronic devices. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

### **Student Responsibilities and Acceptable Use**

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with St. Bonaventure's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of St. Bonaventure, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using St. Bonaventure's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. St. Bonaventure faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use his/her St. Bonaventure email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students **must** be made via St. Bonaventure's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her St. Bonaventure email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

### **Unacceptable Uses of Technology and Network Resources**

The use of technology and network resources must be consistent with the educational and religious objectives of St. Bonaventure. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.

- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
  - To breach copyright laws by using unlicensed software or pirating audio or visual materials.
  - To bypass St. Bonaventure's content filter or network security.
  - To knowingly spread computer viruses or malware.
  - To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
  - To misrepresent one's own identity or the identity of others.
  - To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
  - To express profanity or any other inappropriate content online, including St. Bonaventure's website, email program, social media or other internet sites.
  - To share personal information or information about any student or faculty member to anyone via the Internet.
  - To access another user's account or invade the privacy of others.
  - To store or download unauthorized software programs, music, videos, game files or personal photos on St. Bonaventure computers.
  - To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
  - To utilize encryption or software to hide activity that violates St. Bonaventure's Technology Acceptable Use Policy.
  - To violate any federal, state, or local laws.

### **Social Networking (Facebook, Twitter, Texting, Blogs etc.)**

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, St. Bonaventure reserves the right to take any disciplinary action it deems necessary to protect students and faculty. St. Bonaventure encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

#### **Guidelines for social networking:**

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow St. Bonaventure's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

### **No Expectation of Privacy**

St. Bonaventure sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by St. Bonaventure. All content created, sent, accessed or downloaded using any part of St. Bonaventure's technology or network resources is subject to the rules stated in this policy. St. Bonaventure reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on St. Bonaventure's network will be maintained as private or confidential. Should St. Bonaventure determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

### **Disciplinary Action**

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or St. Bonaventure's administration.

### **Access to Inappropriate Materials on the Internet/Disclaimer**

St. Bonaventure currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and St. Bonaventure cannot entirely control what students may or may not locate on the internet. While St. Bonaventure allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. St. Bonaventure is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

### **LIBRARY PRIDE/BIRTHDAY BOOKS**

Students are invited to donate a birthday book to the St. Bonaventure Library. The child's name and year will be recorded in the book each year a book is given. Please check with the librarian to see if we have the book before you purchase it. Any book donation will be treated with acknowledgment inside the book cover. This may be donations from clubs, organizations, or relatives.

### **LOST ARTICLES**

The school is not responsible for lost or stolen articles. Please label ALL ITEMS, including JUMPERS, SWEATERS, SHIRTS, BOOK BAGS, PENCIL CASES, ETC.

### **LUNCH PROGRAM**

St. Bonaventure students may participate in the hot lunch program at Scotus High School. Free and reduced lunch prices are available for families who meet the federal government guidelines. Application forms are distributed at the beginning of each school year and are available during the school year at the Scotus administration office.

Students may also choose to bring a sack lunch to school. The following guidelines must be followed by those bringing a sack lunch:

1. A lunch count for the cafeteria will be taken at the beginning of the school day (8:00 a.m.). Students who forget their lunch will be expected to eat hot lunch. **No** lunches can be brought in after the 8:00 a.m. lunch count.
2. Fast food and pop are not allowed in the Scotus cafeteria. We recommend lunches include a fruit and a vegetable.
3. Water, milk, or 100% fruit juice are the only drinks allowed. Students can get water and purchase milk from the cafeteria (or bring in their lunch bag).
4. Students should be able to easily carry their own lunch bag to and from the Scotus cafeteria.
5. Scotus/St. Bons will not refrigerate or microwave any outside lunches brought into the cafeteria.

### **Scotus Lunch Policy**

Parents/Guardians are responsible for meal payment to the food service program. Our program operates by cash or check payments and works best with meals paid in advance to avoid a negative lunch balance. Yearly, 1<sup>st</sup> Semester, and the monthly down payments are expected by the first day of school. Monthly payments are due on the 15<sup>th</sup> of every month and prices with a payment schedule are mailed to families in late July. Notices of low or deficit balances are sent home to parents on a monthly

basis. Families with deficit balances that are “higher” will receive a notice in the mail. We will also deny the purchase of an ala carte second lunch to our high school students if their balance reaches a deficit of \$50.00.

Power School is the cafeteria’s computerized point of sale/cash register system that maintains a record of all monies deposited and spent for each student and staff member. Said records are available by accessing your student’s or personal staff Power School account. You may also contact your Nutrition Services Account Manager for any information regarding your lunch account. Students/Staff may mail in payments, deliver them to their school’s central office, or deliver them to the cafeteria office.

Refunds for withdrawn and graduating seniors: If your student’s remaining lunch balance is \$25.00 and lower, a cash refund is handed to your student to take home. Any dollar amount over \$25.00 is issued in the form of a check and mailed to the parents. Money will also transfer to siblings rather than giving a refund. Remaining students with a lunch balance at year end, the balance will carry over to their next school year.

Balances Owed are expected to be paid in full at year end. Your student will not be released if any amount is owed. It is up to Parents/Guardians to contact the Nutrition Services Account Manager with details or to set up a payment schedule to be paid over the summer months. Any account that does not show payments in “good faith” (ie: as low as \$5.00 or \$10.00 monthly) will be sent in to a collection agency for collection.

NSF Checks or Nonsufficient Fund Checks will have a processing fee of \$25.00 that will be administered by the cafeteria. This fee is in addition to fees you may receive from your personal bank and any processing fees charged to the cafeteria while collecting the funds.

Application to the Free and Reduced Lunch program can be made at any time during the year. If a hardship ensues, please apply. Administration may investigate families with deficit balances to see if there is a financial burden and encourage them to apply for assistance.

## **MASS**

First through sixth grade attend Mass at least once a week. Periodically, the students participate in paraliturgies during Advent and Lent and other special occasions. Kindergarten students attend Mass periodically throughout the year.

## **MEDICATION**

If your child needs any type of medication during school hours, the office must be notified of this **in writing**. NO student will be allowed to take or be given any type of medication--even aspirin-- without written permission from the parent and/or guardian. Parents must send the medication to the school, clearly labeled. The note should include the medication to be dispensed, how much, and how often. The school will NOT supply any medication, including aspirin, to any student.

Permission to take medication of any kind will not be allowed to be given over the phone.

If there is a specific medical problem (diabetes, epilepsy, etc.) the school should be given any emergency instructions (doctor, medication etc.) to be kept on record in the principal's office.

### **Policy On Self-Administration of Prescription Asthma or Anaphylaxis Medication at School During School-Related Activities**

Occasionally, a student’s parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student’s parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student’s parent or guardian, along with the student’s physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
  - (a) identify the health care services the student may receive at school relating to such condition;
  - (b) evaluate the student’s understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
  - (c) permit regular monitoring of the student’s self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
  - (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;

- (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
  - (f) be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
  4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
  5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
  6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
  7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

**Policy on Self-Administration of Diabetic Condition at School During School-Related Activities**

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her diabetic condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year. This plan must:
  - (a) identify the health care services the student may receive at school relating to such condition;
  - (b) evaluate the student's understanding of and ability to self-manage his or her diabetic condition;
  - (c) permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
  - (d) be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her diabetic condition.

5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school related activity, or in any private location specified in the plan.
6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.

**MEMORIALS POLICY**

The Columbus Catholic Schools will not support any requests for recognition after the death of a student, a teacher, or an administrator who is involved in a suicide, drug, or alcohol related fatality. Any requests such as a flag at half-mast, plaques in the hall, and moments of silence at school-sponsored events will not be recognized. In other school districts, actions such as these have been misinterpreted by high-risk students who then see this as a way to become a focus of attention resulting in additional student deaths.

Any memorial for a student, a teacher, or an administrator who has died as a result of a terminal illness or other circumstances that is beyond their control, will fall under the discretion of the crisis team to be presented to the school board of the parish involved for final approval.

## **MUSIC PROGRAMS**

The music program at St. Bonaventure includes an Advent/Christmas Program as well as a Spring Program. Since music is a part of our curriculum, student attendance at programs is required for those grade levels that are participating. Any absence will affect a student's grade and/or may require additional work outside of school time. Absences will be considered on a case-by-case basis and absences for extra-curricular activities will not be excused. Make-up assignments will not be accepted for extra-curricular activities.

## **NEBRASKA FEDERATION OF CATHOLIC SCHOOL PARENTS**

The Nebraska Federation of Catholic School Parents is a statewide organization committed to the educational rights and responsibilities of parents and dedicated to the tasks of communication, preparation, collaboration, and empowerment.

According to the Bylaws of the Federation, the purpose is to inform the Catholic school community about public policy affecting Catholic school students and parents, mobilize the Catholic school community to communicate with legislators and other public officials regarding educational rights and public policy, and enhance the advocacy efforts of the Nebraska Catholic Conference with a visible, well-informed Catholic education network in congressional and legislative districts across the state.

Individual membership is open to parents of Catholic school students and others interested in promoting the purposes of the Federation.

## **NEWSLETTER AND COMMUNICATION**

A newsletter and a monthly calendar are sent home with the oldest in each family. The office staff and the teachers will send home communication throughout the year.

## **NON-CUSTODIAL PARENTS**

At the time of registration and/or as soon as the order is entered in court, the court order must be presented to the principal by either or both parents. The principal may require identification from either parent.

Non-custodial parents may submit written requests for their child's records, unless a court order prohibits them from doing so. School personnel may assume the non-custodial parent has the right to the child's records unless a court order to the contrary has been provided.

Non-custodial parents may attend regular parent-teacher conferences or arrange special parent-teacher conferences unless they have been restricted from doing so by a court order.

General school information, such as lunch menus or announcements of school events, are not considered part of their child's records. The school is not required to provide such information to non-custodial parents but may comply with requests if the school administration determines it is feasible and proper to do so.

The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent or by a court order. If custody has not been decided, the child may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the child's classes, with written permission of the school administration, unless restricted by a court order.

If the parents have joint custody, each parent will have the same rights unless restricted by a court order. All court orders must be submitted to the school to be placed on file.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **PARENT AND STUDENT GRIEVANCES**

There are procedures to follow if and when parents or students have a grievance:

1. If the grievance is with the administration, contact the administration immediately.
2. If it is with a faculty member, contact the faculty member for a conference BEFORE the administration is contacted.

If the problem is not solved satisfactorily through a parent/teacher conference, then the administration will visit with the faculty member and finally, if necessary, all those involved (parent, teacher, student, principal, and pastor) will discuss the problem. If the grievance is not satisfactorily resolved, it may be presented to the Board of Arbitration for review. The Board of Arbitration consists of the following members: the pastor, or his priest delegate, the principal, a chairman of the Board of Education, and one member of the faculty.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held after the first and second quarter. When it will benefit the student's educational process, parents and/or teachers may request a conference at any other time. Parents may confer with any or all of the student's teachers. Schedules will be sent home with regard to conferences.

## **PARENTAL DISAGREEMENT**

If parents are seriously dissatisfied with an aspect of the school's program or activities which the school's governance body has deemed as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school for their children.

If serious dissatisfaction results in continued agitation on the part of parents, the school's governance body will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children.

## **PHYSICAL EDUCATION**

All students are expected to participate in the physical education program to the best of their ability. If there are health reasons why a child should not participate, please advise the school and include a note from the student's physician. Students are required to wear tennis shoes on the days of PE instruction.

## **PHYSICAL RESTRAINT AND SECLUSION IN SCHOOL**

Any student who possesses an imminent risk of injury to him/herself or to others may be physically restrained and/or placed in seclusion by school staff in accord with Archdiocesan policies.

## **PLAYGROUND**

All children have time for recreation on the playground during a lunch break. Grades K-3 also have a break in the morning and afternoon. Additional recess breaks in the upper grades is at the discretion of the teacher. Recess is meant to be a change of pace to provide fun and physical exercise. Since the playground is for exercise and active play activities, only equipment for outside exercise and play may be on the playground during recess. SAFETY is very important on the playground during recess. Therefore, the students are within sight of the teacher or any other supervisor and owe respect and obedience to them.

During the recess breaks, students will be expected to go outside. Each time a student needs to stay inside for recess breaks, a written, dated note stating the reason must be sent to the school and, the note must be signed by a parent and/or guardian. If a student stays in from recess for an extended period of time, than a note from a family physician will be needed. An extended period of time would be beyond three (3) school days.

It is important that students have the proper clothing for inclement weather. Students are expected to wear boots during the winter months when snow is present. While inside the building, students will need another pair of shoes to wear, preferably tennis shoes.

## **PLAYGROUP/PRE-SCHOOL/PRE-KINDERGARTEN/CHILDCARE**

Persons interested in more information are encouraged to contact Mrs. Kim Kluever at 564-9338.

## **PROMOTION**

The student is promoted each year on the recommendation of the teacher and principal. When evaluating the student's academic progress the teacher reviews the social, emotional, physical, and moral development of the student.

## **SACRAMENTS**

Primary children must have two years of religious instruction before receiving the Sacraments of Reconciliation and Eucharist. Students in grade two are prepared for the reception of these sacraments.

## **SCHOOL DAY**

	<b>Regular</b>	<b>*Inservice</b>
Grades K-6	8:00 a.m. - 3:25 p.m.	8:00 a.m. - 12:00 p.m.

\*Inservice days will be announced in the monthly calendar.

\*Supervision of students begins at 7:40 AM. School begins at 8:00 AM and ends at 3:25 PM.

## **SCHOOL ENTRANCE**

All visitors to the school must use the entrance on the southeast side of the school. Upon your entrance you will be asked to sign in at the school office. This procedure helps school personnel to know who is in our building and the purpose for their visit.

## **SCHOOL PICTURES**

School pictures are taken each fall. Parents have an option to purchase them. Since many dress-up for this purpose, students need not wear their uniform on picture day.

## **SCRIP**

St. Bonaventure School participates in the Scrip program in order to raise funds for the school. The program consists of buying gift certificates in which the buyer can use them at their convenience. We have certificates for grocery stores, department stores, restaurants, etc. A percentage of every sale helps to benefit our school. Each family is asked to earn at least \$100 in profits for the school. After the initial \$100 is made, each family earns 50% of the additional profits as tuition assistance. Profit rebates to families not enrolled in our school are not paid out, but rather given to the school. Please call the school office for more information on this program.

## **SIXTH GRADE GRADUATION**

In the spring, Sixth grade graduation is held. The Home & School work with the sixth grade parents to sponsor this special event.

## **STUDENT CUMULATIVE RECORDS**

The school maintains a very complete folder for each student. The information in the cumulative folders is open to parent/guardian upon request. Parental permission is necessary for any non-school personnel to look at these files. Cumulative folders must remain on school premises. Release of records to outside agencies can be made only with written authorization of parents or guardians.

## **STUDENT PLACEMENT**

When students enroll at St. Bonaventure School, they are assigned to a homeroom for the year. Students can expect to be placed in a homeroom each year so the administration is able to accomplish the following:

- \* Place the child in the most beneficial atmosphere according to faculty and administration.
- \* Distribute students evenly in the classroom.

The administration may change a student under the above two provisions. Parents will be notified of the change. Parental requests MAY BE considered if presented in writing by the pre-registration due date in the spring. An even number of students will be placed in homeroom classrooms based upon the class enrollment. Example: if there are 40 students, 20 will be placed in each homeroom.

## **STUDENT BIRTHDAYS**

Student birthdays are celebrated and acknowledged here at St. Bonaventure School. Students are recognized at our student council assemblies and are given an opportunity to choose a small 'gift' (dress down card, lunch with a friend ticket, etc.). They are also recognized in the classrooms. Students are asked not to bring in any items (food or trinkets) on their birthdays. We also ask that no balloons, flowers, etc. be delivered to the student during the school day.

## **TELEPHONE**

The school telephone is a business phone. Students will not be allowed to call home for books/materials forgotten or to make arrangements for after school. All after school arrangements must be made before the beginning of the school day.

Parents or anyone else should not telephone a student during class hours - students will not be pulled out of class for phone calls. Only an emergency should warrant such a call and then only through the school office. Messages will be given if needed.

Faculty/staff will also not be called from a class for phone calls, unless for emergency. All faculty have voice mail and the school secretary will offer the called the opportunity to leave a faculty/staff member a message via the voice mail system.

## **TESTING PROGRAM**

In order to meet the requirements of the Archdiocese of Omaha and the Nebraska State Department of Education St. Bonaventure School administers the Terra Nova Test in grades 3 through 6. Test days will be posted on the school calendar. Test results become a part of the student's permanent records.

## **TOTAL BOARD OF EDUCATION**

The Board shall consist of eleven (11) members in three categories. One category shall consist of two ex-officio non-voting members: the parish pastor and the school principal. The second category shall consist of six members elected by the Parish. The third category shall consist of one representative, who are voting board members, from each of the following groups:

- A. Family Faith Formation (Representative will only be asked to attend the Total Board of Education meetings twice a year – once in the fall and once in the spring.)
- B. Scotus School Board
- C. Preschool

This Board is an advisory body, regulating total educational opportunities at St. Bonaventure Parish, subject to the requirements of the Archdiocesan Board of Education and State Department of Education.

Meetings of this Board are held once a month. Everyone is welcome to attend. These are open meetings with the exception of the executive sessions. Meeting times are given in the monthly school calendar.

Two new members are voted on each spring for a three-year term. If interested in being on the Board of Education, talk to the pastor, principal, or current board member in early spring.

## **TRANSCRIPTS AND RECORDS**

When a student transfers to another school, the principal will furnish the new school with the student's academic record upon receipt of a written request (with the parent or guardian signature) from the new school, as long as all records and accounts are in order.

## **TUITION**

### **TUITION/PARISH SUPPORT**

The educational programs provided by St. Bonaventure help make us a Catholic family. The tuition you pay to the support of the school helps ensure the operation of its educational programs. Thank you for your support of Catholic education. In addition to tuition, support of the parish through the Sunday collection is a separate responsibility of all school parents.

### **OUT OF PARISH TUITION**

The members of St. Bonaventure Parish support the operation of St. Bonaventure School. However, in order to fill open classrooms in our Columbus Catholic Elementary Schools and to work as efficiently as possible, the parish priests have decided that if a family is a member of one of the three Columbus Catholic Churches, no additional tuition fees will apply if their children attend another Catholic school.

### **NON-CATHOLIC TUITION (5200.3)**

This policy, hereafter, shall be followed in determining and approving the admission of non-Catholic students into the Columbus Catholic School system:

1. Priority for enrollment in any class of the Columbus Catholic Schools shall be open to the registered Catholic parishioners of the Columbus Catholic parishes, namely: St. Anthony's, St. Bonaventure's, and St. Isidore's.  
Enrollment of non-Catholic students shall be on the basis of space available. As a guide, each parish shall anticipate one vacant space for one additional Catholic student. The enrollment of any non-Catholic student shall not cause any additional expense for the teachers, administrators, etc. or displace a student whose family is a member of the parish.
2. The non-Catholic students shall be required, as a course of regular instruction, to participate in the regular scheduled religion classes and attend weekday Mass.
3. The funding for each student attending the Columbus Catholic Schools is based on the following revenue sources, namely tuition, parish support, and fund raising. In addition, special assessments are billed to each student such as supply fee, etc. Each revenue source, excluding the special assessments, contributes equally to the funding of each student in the Columbus Catholic School system.

The tuition for non-Catholic students attending the Columbus Catholic Schools shall be at a rate as follows: 125% of the regular student tuition rate.

The tuition is based on the components of tuition and parish support. Each non-Catholic student and family agrees to provide resources as necessary for the support of the fund raising activities which constitutes the remaining 1/3 of the costs of educating each student in the Catholic School System.

4. In addition to the tuition, each non-Catholic student shall be billed the appropriate assessment fees (ie. book bill, student fees, lab fees, activity fees, etc.).

#### **TUITION ASSISTANCE (Parish & Archdiocese)**

The Archdiocese of Omaha and St. Bonaventure Parish provide tuition assistance to help those families who ask for such assistance. To be eligible for the assistance from the parish, you must also apply for the Archdiocesan assistance. The deadline for the Archdiocesan assistance is in the spring and forms are available at the rectory or the principal's office. All school families are made aware of the assistance and deadline for application through the school newsletter, Beacon, and/or the parish bulletin.

Tuition reduction is available to families who need assistance in paying tuition for their children to attend St. Bonaventure School. Families in need of assistance may apply for help through the Special Committee. Application forms can be obtained from the school office. Along with the application, families are required to submit a copy of their most recent 1040 Tax Form. **ALL APPLICATIONS FOR TUITION ASSISTANCE ARE KEPT STRICTLY CONFIDENTIAL.**

#### **TUITION PAYMENT POLICY**

First semester tuition payments must be paid by the start of the second semester unless other arrangements have been made with the pastor and principal. If other arrangements are necessary, the parents **MUST** set up a meeting with the pastor and principal and possibly another executive member of the parish (ex. member of Finance Board, etc.) **before Jan. 1** to discuss the plan. Failure to do this will result in students not being admitted for the second semester.

Any student whose tuition for the current school year is not up-to-date upon spring pre-registration will not be admitted for the next school year until all debts are paid. If tuition is not up-to-date by the spring registration due date and/or if the registration fee is not paid by the spring registration due date, then those spots will be opened up to new potential families. ***Families who make monthly tuition payments must use automatic withdrawal of funds.***

Parents experiencing financial difficulties and inability to pay any remaining balance on their tuition must arrange for a conference with the pastor in order for their child/children to be admitted the following year.

School tuition payments for playgroup/pre-school/pre-kindergarten/childcare and Scotus lunches must be paid up-to-date by spring registration as well.

If a parent transfers their child(ren) between spring pre-registration and the first day of school, tuition will be refunded.

If a parent transfers their child(ren) after the first day of school, tuition will be charged per month for any full and/or partial month(s) the child(ren) was in attendance.

#### **SUPPLY FEE**

Supply fees will be reviewed and a recommendation of a price increase will be suggested annually by the Board to the parish finance committee. Such fees shall be the same as the other two Catholic elementary schools: St. Isidore and St. Anthonys. Parents/guardians shall be advised of supply fees at the time of pre-registration in the spring of the year for the following school year.

If a family registers and pays the fee and changes school before the beginning of the school year, the fee shall be refunded.

At any time during the year, when a new family registers at St. Bonaventure School, the entire cost of the fee per student shall be paid. It will not be pro-rated.

#### **UNIFORM POLICY**

St. Bonaventure School has a dress code for three primary reasons:

- The manner in which individuals present themselves affects how they are perceived by others, and consequently, how they perform in school.
- The uniform dress code fosters a sense of equality within the student body.
- It can prove to be economical for the family.

The following is the dress code for St. Bonaventure School. It shall be followed every day school is in session unless otherwise stated.

## **BOYS**

**Shirts:** Shirts that may be worn include a white or red, short or long sleeved, collared, two or three button knit polo; a white, long or short-sleeved collared oxford shirt.; or a white turtle neck which can be worn alone or under the school sweatshirt. All are to have no exterior decals. A plain white crew neck short-sleeved undershirt may be worn under the uniform shirt. The red spirit T-shirt may also be worn throughout the year. T-shirts should be worn alone or with the school sweatshirt or cardigan (no layering). **All shirts should be long enough to be tucked in at all times.**

**Sweatshirt/Fleece:** A red sweatshirt or fleece jacket with the St. Bonaventure logo and purchased through the online St. Bonaventure uniform site, may be worn. These can be worn with the t-shirt, polo, oxford, or turtleneck shirt.

**Slacks/Shorts:** The pants will be solid navy blue twill or corduroy. Navy blue cotton twill walking shorts which have a 4 1/2 to 5 1/2 inch inseam may be worn in the months of August, September, October, April, and May. All pants or shorts are to have no exterior labels, rivets, colored stitching and should not sag or bag. Belts are recommended if loops are present. Cargo pants and shorts with multiple pockets may not be worn.

**Shoes:** Shoe attire is a closed shoe (for example: tennis shoes). Due to the safety of the students on the playground, open toe shoes (such as sandals or flip-flops) are not acceptable shoe attire. Boots are to be brought in when snow is present on the ground. Tennis shoes are required on all P.E. days.

**Socks:** Solid white, gray, red, black, or navy socks must be worn. Footwear should match the attire being worn, be appropriate for the weather and for the activities of the day..

## **GIRLS**

**Jumpers:** The Hamilton plaid jumper may be worn. Solid white, red, or navy blue play shorts may be worn under the jumper. The shorts must be two (2) inches shorter than the jumper hemline. Any uniform shirt (other than the spirit shirt) can be worn under the jumper. Jumper length should not be any shorter than (2) inches above the knee.

**Skorts:** The Hamilton plaid skort may be worn. During the winter months (Nov. through March), tights must be worn under the skort. The skort length should not be shorter than 2 inches above the knee.

**Blouses/Shirts:** Shirts that may be worn include a white or red, short or long sleeved, collared, two or three button knit polo; the white, short-sleeved, peter-pan collared blouse; the white, long or short-sleeved oxford blouse; or a white turtle neck shirt which can be worn alone or under the school sweatshirt. All are to have no exterior decals. T-shirts should be worn alone or with the school sweatshirt (no layering). **All blouses and shirts should be long enough to be tucked in at all times.**

**Sweatshirt/Fleece:** A red sweatshirt or fleece jacket with the St. Bonaventure logo and purchased through the online St. Bonaventure uniform site, may be worn. These can be worn with the t-shirt, polo, oxford, or turtleneck shirt.

**Slacks/Shorts:** The designated pant will be a solid navy blue twill or corduroy dress slack. The uniform short will be a navy blue cotton twill walking short with a 4 1/2 to 5 1/2 inch inseam. The uniform short may be worn during the months of August, September, October, April and May. All pants and shorts are to have no exterior labels, rivets, colored stitching and should not bag or sag. Belts are recommended if loops are present. Cargo pants and shorts with multiple pockets may not be worn.

**Shoes:** Shoe attire is a closed shoe (for example: tennis shoes). Due to the safety of the students on the playground, open toe shoes (such as sandals or flip-flops) are not acceptable shoe attire. Boots are to be brought in when snow is present on the ground. Tennis shoes are required on all P.E. days.

**Socks:** Solid white, gray, red, black or navy blue socks can be worn. Tights or leggings of the same colors are allowed to be worn under skorts as well. If leggings are worn, they must be full-length plain leggings and worn with either socks of the same color as the leggings or with white socks. Footwear should be appropriate for the weather and for the activities of the day.

### **DRESS DOWN DAYS:**

On dress down days, students will not be allowed to wear torn or ripped jeans/pants. During the months uniform shorts are allowed, shorts can be worn; however, shorts must be longer than the child's fingertips when the arms are resting at the side. During the months that pants are worn, pants must also be worn on Dress Down Days. No tank tops, halter-tops, or spaghetti-strapped shirts are to be worn without a sweater (which must remain on all day). If leggings are worn, they must be worn with a shirt long enough to cover the hips and bottoms. Shirts with inappropriate wording will also not be allowed.

Students who are in violation of these guidelines will be issued a uniform violation and will be fitted with appropriate clothing from our used uniforms.

### **ALL STUDENTS**

Proper dress, grooming and good personal hygiene are important.

\*Every student must come to school clean and dressed with clothing properly fitted and repaired if frayed or torn.

\*Jewelry for both boys and girls shall be *simple and modest*. Costume jewelry is prohibited.

\*The wearing of makeup, cologne, aftershave and faddish items is prohibited.

\*Hair cuts for students are to be appropriate in length. For boys, hair will be cut above the eyebrows and off the collar. Girls and boys hair will be neatly groomed.

Haircuts should not include letters or symbols. Skin head haircuts, mohawks, or hair dye are not acceptable.

\*Earrings for boys are prohibited.

\*Body piercing and tattoos of any kind for boys and girls is prohibited.

\*Any coat, jacket or hooded sweatshirt will be allowed to be worn at recess or when going outdoors. Only the school sweatshirt should be worn indoors. During the winter months, students should wear gloves, a hat, and bring boots (when snow is present) to school to protect them from the cold.

Parents will be notified and/or uniform violation forms will be issued by school personnel to students who are not dressed in accordance with policy. If changes are not made, conduct forms and/or detentions will also be issued.

School sweatshirts and spirit T-shirts may be ordered through the school at the August registration and also again in December.

### **VISITORS**

Parents are most welcome to visit school. If parents are interested in observing their child in the classroom, on the playground, or in the lunchroom, prior arrangements need to be made with the homeroom teacher. For the safety of everyone, we ask parents and visitors to report to the office first to check in and receive a nametag.

### **VOLUNTEER AIDES**

The volunteer program is open to anyone (parents, grandparents, friends who feel they have time to help teachers and students). Aides can help us by doing clerical tasks, assisting in small learning centers, listening to children read, and in many other ways allowing the teacher to work more with the children. Our aides contribute to the educational growth of our children and provide additional opportunities to direct children in constructive activities. Volunteers also help in the supervision of students at recess time.

### **WEAPONS**

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon.

Any object which could be used to injure another person and which has no school related purpose will be considered a weapon for purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

A first offense in violation of the weapons' policy will result in immediate suspension and may result in expulsion.

A second offense in violation of the weapons' policy will result in immediate expulsion.

## WELLNESS POLICY

In conjunction with the Archdiocese of Omaha, St. Bonaventure recognizes schools play a critical role in creating a healthy environment for the prevention of childhood obesity and combating problems associated with poor nutrition and lack of physical activity. This policy requires all members of the school and community to maintain an environment that enhances maximum student potential. In order to accomplish this, St. Bonaventure School has formed a school Wellness Committee to help implement our Wellness Policy.

**Nutrition Education:** The primary goal of nutrition education is to influence students' eating behaviors. St. Bonaventure will promote nutrition education throughout the K-6 educational program. Nutrition education is incorporated into a variety of curriculum areas. These curriculum experiences provide the knowledge and skills necessary to make healthy food choices for a lifetime.

**Nutrition Services:** St. Bonaventure provides a grab-n-go breakfast each non-Mass day and only Smart Foods will be offered. Students will be allowed to bring water bottles into classrooms as well. All St. Bonaventure students participate in the hot lunch program at Scotus Central Catholic High School. The students are provided a nutritious lunch daily. If a student has certain allergies, a note to the cafeteria staff is required to receive exceptions for certain foods. Students are not allowed to bring a cold lunch.

**Nutrition Promotion:** Students and staff will receive consistent nutrition messages throughout the school, classroom, and cafeteria. Promotion of nutritious foods and beverages to students will be implemented through a comprehensive approach, including the adherence to Smart Snack guidelines (set up by NDE).

**Physical Education:** All students in grades K-6 will receive 60-90 minutes of physical education per week. The physical education curriculum will be aligned to the National and State Physical Education Standards.

**Physical Activity:** The primary goals are to offer opportunities for students to experience a variety of physical activities and to teach the value of a consistent fitness program for better health, academic success and general personal wellbeing. St. Bonaventure will promote opportunities for physical activity throughout the school day and during the existing after-school program. Students will walk in the social hall prior to the first bell at 7:50 a.m. A minimum of 20 minutes of recess time will be offered to all students each day. Stretching and movement breaks will also be encouraged in the classrooms throughout the school day. St. Bonaventure School will promote physical activity programs such as the Girls on the Run program for girls in grades 3-6.

**Staff Wellness:** The Wellness Committee will promote healthy eating/drinking choices and physical activity among the St. Bonaventure staff.

## **RESPONSIBILITY FOR WHAT IS IN THIS HANDBOOK**

Since the Parent-Child Handbook contains much of the essential information about St. Bonaventure School, it is important that each student and each parent/guardian read it in order to better understand the policies of the school. It is expected that each student and parent/guardian will comply with these regulations, and will support the religious, Christian, and Catholic nature of the school.

We ask that the "Acknowledgment of Responsibility Form" be signed by the parents/guardians and student(s) to ensure that you have read the material and intend to abide by the philosophy, policies, and procedures set forth.

**THANK YOU FOR YOUR SUPPORT OF CATHOLIC EDUCATION!**

## **ACKNOWLEDGMENT OF RESPONSIBILITY FORM**

The undersigned parent(s) and student(s) acknowledge their responsibilities and the need for their cooperation under the terms of this handbook. The undersigned further agree to all of the authority and rights of the school to administer a program that provides an educational environment as St. Bonaventure School deems appropriate and as operated pursuant to the terms of this handbook. After reading the handbook, please fill out the form below and return it to the school office by **Friday, August 21, 2020.**

Parent's/Guardian's  
Signatures:

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Student Signatures:

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Date:

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**Archdiocese of Omaha  
Catholic School Office  
Omaha, NE**

The policies and procedures put forth in this document reflect the policies and procedure as approved by the Archdiocese of Omaha School Board and the Total Board of Education for St. Bonaventure Catholic School. Any or all school policies of the Archdiocese of Omaha which are not directly or indirectly covered in this document are addressed in the Policy Book of the Archdiocese of Omaha Board of Education and are applicable to all of St. Bonaventure Catholic Schools situations and needs.

This Parent/Student Handbook is provided for information purposes only and does not constitute a contractual agreement between St. Bonaventure School and any student or any parent of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the Handbook provisions without notice.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon St. Bonaventure School's right to institute any course of disciplinary action, which, in St. Bonaventure School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

We ask that the Acknowledgment of Responsibility Form at the end of this handbook be signed and dated and returned to the Principal by the date requested stating that you understand and intend to abide by the Philosophy and Policies.

St. Bonaventure School admits students of any race, color, religious background, and national or ethnic origin.

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